



Government of India

Ministry of Textiles

Request for Proposal (RFP)

**Empanelling of Agencies for undertaking training programme under
Component-II of Integrated Skill Development Scheme (ISDS) in PPP
mode**

October, 2015

1. Background

- i. The Ministry of Textiles (the "**Authority**"), with a view to address the trained manpower needs of textiles and related segments is implementing Integrated Skill Development Scheme (ISDS) (the "**Scheme**") during 12th Plan Period with an objective to train 15 lakh persons.
- ii. The Scheme focuses to impart training in demand driven courses for basic entry level training with aim to make non- worker a worker in textiles and other related segments.
- iii. The scheme proposes to leverage on the existing strong institutions and training experience within the Ministry under the Component-I, ensures private sector participation through a PPP Model under Component-II and to fulfill the paucity of skilled manpower to various states under Component-III which comprises State Government Institutes/Agencies.
- iv. The Component-II comprises of stakeholders viz. industry/industry associations, NGOs & institutions by ensuring their active participation from the design to the implementation stages of the project.

2. Terms and Conditions

- i. The Authority intends to empanel agencies under Component-II who can undertake training programs in organized sectors such as Apparel & Garmenting, Technical Textiles, Processing , Knitwear , Weaving (power loom, composite mills) and Spinning in accordance with the Scheme guidelines and to act as an Implementing Agency (IA) (the "**Implementing Agency**") on the terms and conditions set forth by the Authority. Preferences shall be given for making a non-worker a worker. Trainees for ISDS may be selected from jobseekers among the rural youth, having educational qualification preferably below 10+2 standard. Information with Employment exchange may be leveraged for identification of trainees.
- ii. Empanelment of the agency will be provisional and project for training under ISDS will be awarded to the empaneled agency subject to the availability of the training targets, training capacity of the agency and projections in the Detailed Project Report (DPR) to be submitted. Empanelling of the agency and subsequent submission of the DPR will not guarantee that Ministry will sanction a project to the empaneled agency.
- iii. The scope of Implementing Agency shall include the following activities:

- a. **Detailed Project Report:** The Implementing Agency has to formulate a comprehensive Project for the proposed skill development, clearly highlighting the targets, the strategy for mobilization of trainees, availability of sufficient trainers, industry linkages for the purpose of placement, training methodology, assessment and certification, training centres and other relevant details as per the ISD Scheme Guideline, the Authority requirements and need assessment undertaken by the IA. The DPR shall clearly indicate the periodic phasing with respect to interventions and requirement of funds;
- b. **Adoption of content and detailed syllabus:** The IA may adopt courses under Modular Employable Skills (MES) of Director General, Employment and Training, Govt. of India, wherever applicable or in accordance with guidance of Resource Support Agency (RSA) set up by the Authority for the Non-MES discipline. Use of multi-media content and other applications of Information Technology (IT) would be encouraged.
- c. **Infrastructure for conduct of Training:** It shall be IA's responsibility to identify infrastructure and ensure their availability for training;
- d. **Trainer:** The IA shall be required to identify suitable trainers and link up with the technical agencies/RSA to further provide "train the trainer" services.
- e. **People Mobilization:** The IA shall undertake mobilization of job- seekers, counseling and identification of potential unemployed youth for training under the Project;
- f. **Centralised Web based MIS:** The Implementation of the program shall be regulated through centralized web based MIS. An online tracking system of training has been developed by the Authority. The IAs shall enter all requisite information in the MIS system. The IAs needs to follow MIS discipline without any exception. MIS data will be the only source of information and payment to the IAs shall be processed based on the MIS information and system generated reports.
- g. **Biometric Capture of Attendance:** It would be mandatory for the IAs to install biometric attendance system at training centers. The Biometric Attendance system should be integrated with centralized web based MIS for capturing the live attendance of the trainees. IA may encourage trainee to provide their Aadhaar numbers.
- h. **Training:** The IA shall conduct skill development trainings in line with the overall objectives and framework of Scheme Guidelines. Further, IA has to train only unemployed youth willing to contribute in Textile Sector. However, re-training of already trained candidates under ISDS will not be allowed.
- i. **Assessment and Certification:** The IA shall arrange for assessment and certification of each trainee, as per NCVT Certification, if NCVT courses are adopted by them, or in accordance with the guidance of the Resource Support

Agency (RSA) set up by the Authority. Third party assessment will be mandatory for all the trainees of ISDS.

- j. Placement:** Implementing agency shall endeavor to place all the trainees immediately upon completion of the training. Quality of the training imparted and placement with a reasonable salary will be the major yardstick of the scheme. A minimum 70% of the trainees in a batch should be placed in wage employment with minimum wage prescribed for his/her skill category and data to be uploaded in the MIS. For the balance trainees, IA shall facilitate the formation of Self Help Group (SHG) and also provide linkages to the micro finance to undertake self-employment for sustainable livelihood. For any shortfall in the placement target, proportionate adjustments of funds will be undertaken from the subsequent release due to the IA. The implementing agencies should track the trainees for a minimum period of six months to assess the impact of training:
- k. Funding / GoI share:** The Government of India (GoI) share will be provided only towards expenditure under following heads.
1. Mobilization expenses on trainees
 2. Salary of the trainers and other personnel directly engaged in the training programmes at the center
 3. Training machinery
 4. Teaching material (Stationery, books etc.)
 5. Raw material
 6. Assessment
 7. Placement expenses , post placement tracking and monitoring
 8. Administrative expenses not exceeding 10% of the GoI share.
(No separate Project Management Fee will be admissible)
- l.** The empanelment of agencies will be for the duration of the 12th plan and project approval will be on annual basis depending on the annual budget allocation and performance of implementing agency.

3. Project Framework:

The Authority shall fund the Implementing Agency to the extent of 75 % of the cost of the project, within an overall ceiling of Rs.10,000/- for each trainee who successfully completes training get assessed and certified and get employed in textile industry. The remaining portion of the funds (25%) will be mobilized by the IA through various other sources, including the industry, State Governments and others in accordance with the scheme guidelines. Such contribution can be in the form of kind like buildings, machinery etc or in cash. Any in kind/ notional contribution should be supported by valuers certificate issued by a registered valuer. In no case, however, the Implementing Agency shall be allowed to get contribution from others, which result in generating income, beyond the limits prescribed in the ISD Scheme guidelines.

4. Selection / Empanelment Process

- i. Applicants should go through the ISD Scheme guidelines, hosted in the Authority Website and RFP document in detail and submit the application in the prescribed format within stipulated time period.
- ii. The Applicant should be a single Entity, or an industry association. Submission of proposal by Consortium/Group of Entities is not permitted.
- iii. The Applicant shall deposit, along with its Application an Application Processing Fee (non-refundable) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft (DD) drawn in favor of **Pay and Accounts Officer, Ministry of Textiles**. The Application shall be summarily rejected if it is not accompanied by the Application Processing Fee.
- iv. Empanelment of Applicants is based on meeting **the "Minimum Qualification Criteria" as prescribed in this RFP**. Empanelling does not entitle any right to award of the project to the agency at this stage. The empanelled agency may be asked to submit the DPR.
- v. It shall be responsibility of the agencies to identify and arrange the infrastructure required for conducting the training programmes.
- vi. The applicant shall be required to provide necessary commitment towards infrastructure to be provided and their share in the project. In addition, a Bank Guarantee/surety as Performance Security to the tune of 25% of the advance GoI fund sought in accordance with the provisions of the Agreement shall be submitted before the release of first installment of Authority's share in the project;
- vii. The applicant in no circumstances utilize the funds of the Authority for the purposes other than those prescribed in the Scheme guidelines issued by the Authority;

5. Schedule of Selection Process

The Request for proposal (RFP) will be open for application w.e.f. 21.10.2015 and valid for the remaining period of XII plan. Applications received under the RFP will be appraised on monthly basis. Sanctioning of training target to the empanelled agencies is subject to availability of target during 12th Plan period.

6. Minimum Qualification Criteria

For demonstrating the minimum qualification and experience (the "Minimum Qualification Criteria"), the Applicant must submit details / documents for the following parameters:

i. Organization Credentials:

- a. be an entity registered in India (including a firm registered under Indian Partnership Act, 1932 or a Trust registered under the Indian Trust Act, 1882 or a trust act applicable in a State in India or a Society registered under Societies Registration Act, 1860 or a company incorporated under the Companies Act, 2013 or a LLP firm registered under The Limited Liability Partnership Act 2008);
- b. be an existing Entity for at least five years.

ii. Past Experience of Training in the Textile Sector :

- a. has the experience of successfully training in any of the sectors equal to or more than the Minimum number of trainees, specified below, during the combined period of last 5 years, in total:

S.No	Specified Sector	Minimum No. of Trainees*
1	Apparel/ Garmenting	5,000 trainees in last 5 years
2	Spinning & Weaving , Processing, Knitwear, Powerloom, Composite Mills	5,000 trainees in last 5 years
3	Technical Textiles	500 trainees in last 5 years

* The training should have been provided of a reasonable duration for the trainee to attain employable skill in the respective sector

iii. Financial Strength

Has a minimum average turnover or minimum receipt (funding), of INR one (1) crores in last three (3) years in case of a Society or a Trust or a non-profit making organization and in case of a company or partnership firm INR five (5) crores on an average in the last three (3) years.

iv. Training Infrastructure

Minimum Training Infrastructure with annual capacity to train atleast 2500 candidates. The agency to furnish details of the training centre available along with the seating capacity and relevant machines as per the course curriculum proposed. In support of the above criteria, the agency to submit the details of the available Training Infrastructure and other details as per the prescribed format given in Appendix II and supporting documents / proofs for the available training infrastructure for theory and practical training. The training infrastructure will be verified physically by the authorized officer appointed by Ministry of Textiles.

7. INSTRUCTIONS TO APPLICANTS

- i. Already empaneled agencies or agency undertaking implementation under any of the three components under ISDS are not required to submit application under this RFP.

- ii. An Applicant shall not have a conflict of interest (the "Conflict of Interest") that affects the selection Process. Any Applicant found to have a Conflict of Interest shall be disqualified.
 - a) A constituent/ principal of such Applicant is also a constituent/ principal of another Applicant; or
 - b) Such Applicant has the same technical representative for purposes of this Application as any other Applicant; or
 - c) Such Applicant has the technical representative or advisor, who is another applicant, or
 - d) Such Applicant or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.
- iii. An Applicant shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Applicant, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project.
- iv. The Applicant shall open a separate designated Bank Account for the execution of the Project (Escrow Account), deposit all fund receipts from the Authority in the designated separate bank account only and shall undertake the liability of fund disbursements/ transfers.
- v. Any entity which has been barred by the Central/ State Government, or any entity controlled by it, from participating in any project (PPP or otherwise), and the bar subsists as on the date of Application, would not be eligible to submit an Application,
- vi. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Application and to annul the Selection Process and reject all Applications, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- vii. Applicants requiring any clarification on the RFP may send their queries via email isds-textiles@nic.in or nmcc-mot@nic.in. The Authority may endeavor to respond to the queries within a period of 10 (Ten) days. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- viii. The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications and the same shall be duly uploaded on the Authority's website (www.texmin.nic.in). All clarifications and interpretations issued by the Authority shall be deemed to be part of the RFP. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

- ix. The Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP by the issuance of Addenda.
- x. The Authority reserves the right not to proceed with or modify the selection process at any time without notice and to reject any or all Application(s) without assigning any reasons.
- xi. The empanelling of agencies will be entirely at the discretion of the Authority. The applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the empanelling process will be given.
- xii. The Authority reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Application.

8. Submission of Application

The application is required to be submitted in four (4) separate envelopes as mentioned below. The applicant is required to submit the following documents along with Index of documents and page numbers for each of the envelope. The Applicant shall seal the 4 envelopes in one big envelope superscribed as “APPLICATION FOR EMPANELLING OF AGENCIES UNDER COMPONENT-II OF ISDS” and also mention the contact and address details of the applicant.

Envelope A: Organization Credentials

- i. Application for the proposal (Appendix I).
- ii. Application Processing Fee.
- iii. Details of the Applicant/Contact Person with contact number and email id (in letter head of the organization);
- iv. Power of Attorney for Signing of Application (in letter head of the organization);
- v. Undertaking by the Applicant; for not being barred by central/state government or agency for any project (in letter head of the organization)
- vi. Documents evidencing legal existence of the applicant entity (s) e.g. Certificate of Incorporation Registration License under Section 25 of the (Indian) Companies Act, 1956 etc. Copy of Certificate of Incorporation / Certificate of Registration;
- vii. Details of Board of Directors/Management
- viii. Share holding pattern of the organization
- ix. Copy of Charter document/Memorandum of Association/Articles of Association;

Envelope B: Past Experience of Training in the Sector specified in Minimum Qualification Criteria

- i. A copy of Work Order or a Client Certificate (Certificate for completion of trainings) or copy of agreement (in case of Govt. & donor funding). The agency to submit the work orders from the clients with details of no of trainees trained, duration of training and course/ sector in which the training is conducted. In case the details of the training numbers and sector /course are not conclusive in the work orders/client certificates, the agency will be required to furnish completion certificate from the client clearly indicating the no. of candidates trained for the specific courses.
- ii. In case of Own Industry training, an undertaking for the employees provided training under the certified courses only along with the details of the employment. In such cases, the agency should certify the workers strength of the organization, attrition rate per month and details of the candidates trained during last five years dully signed by the authorized signatory along with placement records.
- iii. Details as per the below format

Year	Client/ Work order	Sector / Course	Duration of Training (in hours)	No. of Trainees	No. of Placement

Envelope C: Financial Strength

- i. Audited Annual Financial Reports of the last 3 years or Statutory Auditor's Certificate in the prescribed format
- ii. Details as per the below format.

S.no	Financial Year	Turnover (in Rs)
1		
2		
3		

Envelope D: Training Infrastructure

- i. The details of the training infrastructure as per the prescribed format in Appendix II.

- ii. Proof of Address (Utility bills/ Office Rent Agreement/Property papers (In case of owned building)/Affidavit (If none of the above is available) pertaining to the Training Centre as mentioned in the above format
- iii. Details of the machines for training purpose w.r.t to course type and no of proposed trainees in a month. The agency may also specify the Make, brand, year of manufacture and capacity of machines etc.

9. General Instruction for submission of application

- i. The agency may submit an Index with details of the documents enclosed in each envelope along with the page nos.
- ii. The agency is required to submit a self-contained note providing justification that agency is complying with all the parameters as per the minimum qualification criteria prescribed in the clause no 6.
- iii. The Application and all related correspondence and documents in relation to the selection process shall be in English language.
- iv. The Applicant shall prepare 1(one) set of the Application together with originals/ copies of documents required to be submitted along therewith pursuant to this RFP. The Applicant shall also provide 1 (one) soft copy on Compact Disc (CD). In the event of any discrepancy between the original and soft copy, the original shall prevail.
- v. The Application shall be typed and signed by the authorized signatory of the Applicant.
- vi. All the alterations, omissions, additions or any other amendments made to the Application shall be initialed by the person(s) signing the Application.
- vii. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.
- viii. The application shall be addressed to:

Shri Matias Bihan
Under Secretary
Ministry of Textiles
Udyog Bhawan,
New Delhi- 110011
Tel: (011)23062256

APPENDIX – I

LETTER OF PROPOSAL SUBMISSION

To,

Shri Matias Bihan,
Under Secretary,
Ministry of Textiles,
Room 336 (A), Udyog Bhavan,
Rafi Marg,
New Delhi-110011.

Dear Sir,

We, the undersigned, hereby submitting our proposal in terms of the RFP, for empanelling of agencies of undertaking project under Component-II of Integrated Skill Development Scheme on PPP Mode.

2. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We also declare that we are not in conflict with any of the conditions stipulated in the RFP.

3. We understand that the Ministry of Textiles is not bound to accept any Proposal received by you.

Yours sincerely,

Authorized signature (in full and initials)

Name and Title of Signatory:

Name of the firm:

Address:

Dated:

Place:

APPENDIX – II

Details of the available Training Infrastructure

S. No	Training Centre Name	Location	Seating Capacity	Course Name	Total Training Hours	Training Hours per day	Break up of theoretical training (hours)	Break up of Practical training (hours)	No of Batch per month per center	Machine Type for the course proposed	No of M/c available	Remarks if any
1												
2												
3												

** The training infrastructure will be verified physically by the authorized officer appointed by Ministry of Textiles